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DD/S 71-3107

5 AUG 1971

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MEMORANDUM FOR:

THROUGH

: Director of Communications

SUBJECT

: Personnel Ceilings for FY 1972

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REFERENCE

: Memo to r A-DD/S dtd 30 July 71, subj:

Request for Submission of Office Estimates dtd 1 July 71

1. The Executive Director-Comptroller has now approved revised personnel ceilings for FY 1972 at the budget level as reported in referent memorandum:

25X9

Staff Positions Contract Positions

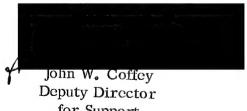


Any adjustments necessary to conform your staffing complement to these ceilings should be made as soon as practicable.

2. You are now authorized to convert to contract status staff employees in coordination with the Office of Communications whose staff positions will also be converted.

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3. Any funding requirement arising out of these conversions should be forwarded to the Plans Staff, O-DD/S, by 1 September 1971.



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for Support

GROUP 1 Excluded from automatic downgraning and